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Awards, Ceremonies, and Honors

**COMMUNICATIONS AND INFORMATION
ANNUAL AWARDS PROGRAM**

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This publication is protected under the Privacy Act Statement of 1974 and subject to the provisions of AFI 33-332. This regulation establishes the Air Intelligence Agency's (AIA) Communications and Information Systems Professional Achievement Awards Program. Its purpose is to recognize outstanding enlisted individuals and unit achievement. This instruction describes the awards program and states the eligibility and selection criteria. It applies to all AIA units and AIA-gained Air Force Reserve units. It does not apply to AIA-gained Air National Guard units.

Section A—Chief Master Sergeant James C. Swindell Award

1. Introduction. This program is named in honor of the late Chief Master Sergeant (CMSgt) James C. Swindell. He is considered the most professional communicator ever assigned to the United States Air Force Security Service (USAFSS) (predecessor of the Electronic Security Command [ESC]), Air Force Intelligence Command (AFIC), and Air Intelligence Agency (AIA); many communication advantages are attributed to him. He was instrumental in obtaining the first long-haul, secure, on-line circuits for USAFSS in the early fifties. He was also the prime architect for the eventual merger of critical communications and automatic digital network (CRITICOMM/AUTODIN) trunking. These two actions are considered major milestones in arriving at the present communications capabilities of AIA. Chief Swindell was selected for promotion under the Air Force's first Chief Master Sergeant promotion cycle on 1 December 1959.

2. Program Objective. The Chief Master Sergeant James C. Swindell Awards Program objective is to recognize a unit's outstanding communications and information operations systems. The CMSgt James C. Swindell Recognition program, originated in 1974, is a means to recognize the best communications and information systems operations in the agency.

2.1. Award. Each year the AIA Commander presents an appropriate award to the winning unit with the unit's name and the year received engraved.

2.2. Permanent Plaque. An engraved wall plaque, entitled "Chief Master Sergeant James C. Swindell Award," is presented to the commander of the winning unit at the Commander's Conference.

2.3. Eligible Units. Any unit that has a communications and information operations system function supporting the AIA mission is eligible for this award.

2.4. Who May Submit a Nomination. Any AIA or AIA supported unit commander.

2.5. How to Submit a Nomination. Use AF Form 1206, Nomination for Award, with headings as follows: Complexity of the Mission, Management of Resources, Initiatives and Innovations Used, and Evidence of Outstanding Performance During the Awards Year, such as, unit awards, various types of recognition, and inspections results. Send one copy of the nomination package to the intermediate headquarters to be forwarded to the Director of Operations (HQ AIA/DO) with a cover letter from the Director. The direct reporting units (DRU) will submit their packages directly to HQ AIA/DOQI no later than (NLT) **1 September**. Some of the items may contain classified material.

3. Format. When submitting nominations, use the format provided in attachment 1.

4. Award Presentation. HQ AIA/DO will approve all awards announcing the results. HQ AIA/DOO will arrange the preparation and presentation of the awards.

Section B—AIA Communications and Information Systems Operations Award for Enlisted Personnel

5. Enlisted Personnel. The AIA Communications and Information Systems Operations Award for enlisted personnel recognizes enlisted individuals whose performance is of a significant achievement in the area of communications and information operations support.

6. Description : The award consists of an AIA Form 63, Certificate of Recognition, signed by the AIA/DO Commander and a wall plaque.

7. Eligibility Criteria : This includes all AIA/SC enlisted personnel assigned to SC functions at HQ AIA, centers, wings, DRUs, field operating agency (FOA), groups, squadrons, and operating locations. To be eligible, enlisted individuals must:

Table 1. Eligibility Criteria.

Serve in the Air Force specialty code (AFSC) 3CXXX

Clearly performing communications and information systems operations functions

Served in an authorized position under the unit manning document (UMD) for at least 6 months

Contribute significantly toward mission accomplishment.

8. Nomination Categories:

Table 2. Nomination Categories.

Senior NCO	Master Sergeant (MSgt) Senior Master Sergeant (SMSgt)
NCO	Staff Sergeant (SSgt) Technical Sergeant (TSgt)
Airman	Airman Basic (AB) Airman (AMN) Airman First Class (A1C) Senior Airman (SrA)

9. Who May Submit a Nomination . Any AIA Commander whose mission includes communications and information systems operation may submit a nomination.

10. How to Submit a Nomination . Use AF Form 1206 without headings. Submit the nomination package to the intermediate headquarters to be forwarded to HQ AIA/DOO. DRUs will submit their package directly to HQ AIA/DOO. Packages are to arrive NLT **2 January**. Ensure that any letters of appreciation, base publication articles, and external publications which highlighted accomplishments are forwarded in the nomination package.

11. Format. When submitting nominations, use the AF Form 1206 as provided in attachment 2.

12. Selection Procedures. HQ AIA/DOQI chairs a panel of enlisted personnel to review the package(s) submitted and the information available within the headquarters to select a winner(s).

The panel will consist of a representative from several headquarters elements. The Deputy Chief of Operations, HQ AIA/DO, will approve the final section.

13. Award Presentation. HQ AIA/DO will announce the results; the Deputy Chief of Staff for Personnel (HQ AIA/DP) will be included if the award involves reservists. HQ AIA/DOQI will arrange the preparation and presentation of the awards.

14. Forms Prescribed. Prescribes AIA Form 63, Certificate of Recognition.

LESLIE L. MILLER, Colonel, USAF
Director of Operations

Attachment 1

CMSGT JAMES C. SWINDELL AWARD

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NOMINATION FOR AWARD		
AWARD CMSgt James C. Swindell	CATEGORY(If Applicable)	AWARD PERIOD 9/1/XX-8/31/XX
RANK NAME OF NOMINEE(First, Middle Initial, Last)	SSN	MILCOM/FOA, CR DRU AIA
DAYS DUTY TITLE	NOMINEE TELEPHONE (DSN & Commercial) DSN 787-7470/(513) 696-7470	
UNIT OFFICE SYMBOL/ STREET ADDRESS/ APO STATE ZIP CODE NAIC/S C/XXXXXXX/Wright-Patterson AFB DC XXXXXX-XXXXX		
RANK NAME OF UNIT COMMANDER(First, Middle Initial, Last)/COMMANDER TELEPHONE (DSN & Commercial)		
SPECIFIC ACCOMPLISHMENTS (Use single spaces, no letter times) COMPLEXITY OF THE MISSION:		
MANAGEMENT OF RESOURCES:		
INITIATIVES AND INNOVATIONS USED:		
EVIDENCE OF OUTSTANDING PERFORMANCE DURING THE AWARD YEAR, SUCH AS, UNIT AWARDS, VARIOUS TYPE OF RECOGNITION, AND INSPECTIONS RESULTS:		

Attachment 2

COMM-INFORMATION PROFESSIONALISM AWARD

Figure A2.1. Sample of AF Form 1206 For Comm-Information Professionalism Award.

NOMINATION FOR AWARD		
AWARD Comm-Information Professionalism Award	CATEGORY (If Applicable)	AWARD PERIOD 9/1/XX-8/31/XX
RANK/NAME OF NOMINEE (First, Middle Initial, Last) TSgt Lori K. Jackson	SSN 000-00-0000	NAICOM/FOA OR DRU AIA
DAF SQUAD/TITLE 33 CXCX	NOMINEE TELEPHONE (DSN & Commercial) DSN 787-7470(513) 696-7470	
UNIT OFFICE SYMBOL/STREET ADDRESS/ABR/STATE/ZIP CODE NAIC/S/C/XXCX/XXCX/Wright-Patterson AFB DC XXCX/XX-CXXCX		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) (COMMANDER TELEPHONE (DSN & Commercial))		
<p>SPECIFIC ACCOMPLISHMENTS (Use single space, bullet format)</p> <ul style="list-style-type: none"> - Implemented, designed, and administered a local area network (LAN) which provides soft copy message distribution called the Automated Message Distribution System (AMDS) - The AMDS has been so successful that paper cost have been cut in half - She single-handedly developed the message distribution tables, based on four-letter office symbols, and then produced a user-tailored customer education guide that assisted all site users in the transition to this time-saving, cost-saving measure - Esoteric benefits are enormous, writer-to-reader time has decreased twofold, and the use of software manipulation of message traffic has paved the way for the Air Force Defense Message System - When the command communications software, ABOVEBOARD, was fielded it was found to be incompatible with software already installed at the unit. After local experts tried and failed to rectify the problem, TSgt Jackson rolled-up her sleeves and quickly identified the problem as a damaged file directory - TSgt Jackson quickly repaired the directory, allowing full implementation and utilization of fielded software - The resulting improvements doubled available high-precedence alarm sequences - Understanding the importance of an accurate Plain Language Address (PLA) listing which was historically provided to the unit via mail. TSgt Jackson conceived, researched, developed, and directed implementation of a process that provides the PLA listing electronically over existing data circuits - Result, reduced PLA transit time from weeks to minutes and virtually eliminated the possibility of misrouted messages due to outdated PLA information - Because of an outdated Memorandum of Understanding (MOU), NAIC communications were taken off-line, denying the unit access to AUTODIN. TSgt Jackson immediately implemented procedures to process "perishable" information via an unconventional point-to-point Operations Communications (OPSCOMM) circuit to a sister unit - Her effects during this outage enabled the airborne platform to down-link CRITICOMM message traffic to national and theater authorities without delay - Immediately upon activation of the unit's normal communication path, TSgt Jackson began to formulate an articulate MOU to prevent such an accident from recurring - During the absence of the branch chief, TSgt Jackson took over "the helm" in flawless fashion - Not only were day-to-day branch mater expertly managed, but a number of branch "crises" were swiftly dealt with the tact and diplomacy of a seasoned veteran - She prepared the "SC Write-up Preparation Package" for all supervisors to help in preparing EPRs and decoration submissions - Since that time, the branch has had zero late EPRs and 100 percent approval rate for decorations 		